

ANNOUNCEMENT NUMBER: 06 – 19

OPEN TO: All Interested Candidates

POSITION: Commercial Clerk, FSN-6*; FP-8*
(This is the target grade level of the position. This means that the selectee will be hired at the entry level of FSN-5 (Starting salary JD 6,045). Upon meeting experience requirements, time requirements and the approval of the supervisor, the employee can be promoted to the target grade of FSN-6).

OPENING DATE: April 9, 2006

CLOSING DATE: April 23, 2006

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US \$28,183 p.a. (Starting salary)
(Position Grade: FP-8 is confirmed by Washington)

*Ordinarily Resident: JD 6,968 p.a. (Starting salary)
(Position Grade: FSN-6)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Commercial Clerk in the Commercial Section.

BASIC FUNCTION OF POSITION

The Commercial Clerk provides vital administrative support for commercial operations, including first-line response to business inquiries (telephonic, fax, letter, electronic) and directing them as appropriate to staff for response; report finalization; mail sorting; development and maintenance of an accurate filing system; visitor escort; and tasks such as copying, faxing and mass mail (and/or email) campaigns in support of trade activities and events. Monitors Lotus Notes Office Box, greets/escorts office visitors, and assists at trade events. Responsible for the accurate input and tracking of budget information in the E-Finance system, for all categories of funds. Preparation, documentation and/or tracking of all work orders, purchase orders, and other financial documents. Maintenance of accurate and complete files for all financial matters.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of a university undergraduate degree.

2. Experience: Two years of secretarial experience, in a business firm, commercial enterprise or related private or public office setting. At least one year should be directly related specialized experience in a bilingual setting.
3. Level 4 (Fluency) in speaking/writing English and Arabic languages.
4. Knowledge of commercial operations, functions, services, and reference sources. Knowledge of general office secretarial and clerical procedures, business procedures, handling financial/budget data entry and manipulation or exposure to detailed work requiring accuracy.
5. Ability to understand and follow through on routine clerical procedures. Level II (at least 40 words per minute) typing skills. Good working skill in word processing (Word, Excel, PowerPoint, Adobe Acrobat), data entry and internet applications. Skill in operating typical office and audio-visual equipment. Ability to deal with public, on phone and in person.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Candidates who claim U.S. Veterans performance must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Evelyn Qubti-Afara
Room: 153, Ext. 6718

Applications can also be submitted electronically through
AmmanEmployment @state.gov

POINT OF CONTACT

Telephone: 5906718
FAX: 5931598

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 23, 2006

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Draft:HR:Equbti:eq

Clearance: HRO:PKhan

COM:LFarris

FMO:KMcCarthy

Approval: MGT/C: PAdair